



# JOB ORDER TRANSMITTAL

EMPLOYER INFORMATION			JOB INFORMATION		
Are you a first time user of TDLWD Services? <input type="checkbox"/> Yes <input type="checkbox"/> No			Job Title:		
Name of Company:					
Street Address:			Months Experience Required: Minimum Educational Requirements:		
City:	State:	Zip:	If a test is required who will administer the test, you or your agent? (If Agent please identify)		
Telephone Number:	FAX Number:		Minimum Age:	Number of Openings:	Number of Applicants to Refer: *(See below) _____ per opening
Whom to contact:			Duration of Job:		
Employer's EMail Address:			Wage/Salary is _____ per:		
FEIN (Federal Employer ID Number):			TN Employer Account Number:		
Is this job order being listed pursuant to an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			Work Hours (i.e., 8:00 AM - 5:00 PM)		
Are you a Federal Contractor or Sub-Contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No			Work Days (i.e., MON - FRI)		
County:			How many hours per week? _____		

## JOB DESCRIPTION

(List most important duties, special requirements first -- the job summary space in data system is limited to 300 characters.)  
(Include tools used, machines operated, duties, and essential functions) Also include additional instructions/information not covered above.

\*How to refer: ☐ Call for Appointment ☐ Mail Resume ☐ Fax Resume ☐ Apply In Person ☐ EMail Resume

☐ Other (explain) \_\_\_\_\_

Referral address if different from address above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Return completed form to: Office Name: TDLWD ALC UNIT Phone Number: (615) 253-6430  
 this address or Street: EMPLOYMENT SECURITY DIVISION Fax Number: (615) 741-6106  
 the nearest City: 220 FRENCH LANDING DRIVE EMail Address: Karen.Allor-Inscho@state.tn.us  
 Career Center or Zip: NASHVILLE TN 37243 Agency Contact: Karen Allor-Inscho  
 Affiliated Office

### DO NOT WRITE IN THIS SPACE - FOR LABOR AND WORKFORCE DEVELOPMENT USE ONLY.

ORDER DATE	SIC/NAICS	D.O.T.	JO ID#	JOB ORDER NUMBER
				<b>TN</b>